Required Competencies for Adult Vocational Education Supervisor Certification

	Internship	Philosophy of Vocational Education	Introduction of Vocational Administration	Adult Education	Curriculum Development	Finance	Legal Issues
A. Program Planning and Development, Evaluation and Improvement							
1. Implement local board and administration policies	X		X				
2. Recommend program policies to the administration and board			X				
3. Determine program feasibility			X		X		
4. Utilize advisory committee			X		X		
5. Prepare new course proposal					X		
6. Develop long-range plans			X				
7. Develop a program effectiveness and evaluation plan			X				
8. Review licensure, accreditation and certification requirements			X				
9. Assist staff in establishing program goals, objectives, and need prioritization	X		X				
B. Curriculum and Instruction Management							
1. Comply with legal requirements and regulations	X	X	X		X		X
2. Seek curriculum and instructional assistance from business and industry					X		
3. Establish curriculum development and review procedures					X		
4. Evaluate curriculum and instructional delivery methods					X		
5. Establish program admission requirements					X		
C. Student Services							
1. Comply with applicable federal and state statutes and regulations regarding students	X	X	X				X
2. Provide for student discipline			X				X
3. Assist in development of student handbook	X		X				
4. Develop and maintain student records			X				
5. Provide support services for special populations			X		X		X
6. Provide comprehensive program of guidance and counseling services			X				
7. Coordinate financial aid and scholarships			X	X			
D. Personnel Management							
1. Establish and maintain open communication with personnel	X						
2. Recruit, select, and recommend personnel for employment	X		X	X			
3. Supervise and evaluate faculty and staff			X	X			
4. Comply with applicable local, state, and federal regulations, policies and procedures	X	X	X				X
5. Orient new personnel to institutional and district operations			X	X			
6. Develop job descriptions			X	X			
E. Business and Financial Management							
1. Monitor financial revenues and expenditures			X	X		X	
2. Comply with legal requirements for auditing and reporting for all funding sources			X	X		X	X
3. Develop operational and capital budgets to support goals, objectives, and needs for all levels of program responsibilities	X		X	X		X	
4. Comply with legal requirements for purchasing and disposal, including bid specifications, etc.			X			X	X

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F. Financial and Equipment Management							
1. Comply with health and safety and ADA requirements			X		X		X
2. Establish and monitor procedures for facility and equipment rental			X	X			X
G. Professional and Staff Development							
1. Participate in professional organizations, meetings and programs for self-development	X	X					
2. Encourage participation in professional and other technical related organizations for training and development		X	X				
3. Comply with state and local requirements regarding professional development			X				X
H. Resource Development (Financial and Other)							
1. Develop partnership with business, industry and labor		X	X	X	X		
2. Identify alternative application requirements and submission approval procedures (e.g., financial and other)			X	X		X	
3. Correlate resource acquisition with program goals, objectives and needs			X			X	
I. Marketing Vocational-Technical Education							
1. Develop a student recruitment and marketing plan plus accompanying guidelines utilizing all resources available (e.g., special events, promotional material, target groups)	X		X	X			
2. Determine effectiveness of marketing plan			X	X			
J. Public Relations							
1. Seek out and make use of all opportunities to create a positive image for vocational education	X	X	X	X			
2. Give public recognition to supporters of vocational education and student/staff achievements			X				
3. Comply with Freedom of Information and Privacy Acts			X				X
4. Serve on internal/external boards, councils and committees		X	X				
5. Participate in civic and professional groups		X	X				
6. Identify and work with community leaders		X	X				
K. Economic Development							
1. Develop institution as a local economic development resource, including technical assistance, customized training, etc.		X	X	X			
L. Adult Education							
1. Orient new teachers to the characteristics, interests, abilities and educational needs of adults				X			
2. Utilize effective methods and techniques in planning, conducting and evaluating adult education programs				X			
3. Organize and operate comprehensive adult vocational education programs				X			
M. Leadership for Special Needs							
1. Establish internal and external public relations efforts to develop positive attitudes toward the vocational special needs program and students		X	X				
2. Promote open communications and team work between coordinators, counselors, faculty, staff, and parents providing the components of student IEPs	X		X				
3. Ensure that facility is barrier free			X				X

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4. Provide resources for appropriate curriculum and equipment modification to meet the special needs of students			X		X		
5. Assign adequate numbers of qualified staff and resources to meet the needs of students with special needs			X				
6. Monitor and review all special needs program components on an ongoing basis			X				X
7. Maintain and provide security for records			X				X